

## **Transportation Planning Academy Most Frequently Asked Questions**

To better assist you in answering any questions you might have regarding your enrollment and attendance to the Transportation Planning Academy; the following are the most frequently asked questions from past academy participants?

**Please note:** All items refer to Caltrans employees only (except for #5).

1. **Where will the academy be held?** The three 05/06 sessions will be held in multiple locations. Please check the session schedule for updates.
2. **What time will training begin?** Schedule: Class begins at 7:30 and ends at 5:00 p.m. on Monday. Tuesday-Friday sessions begin at 7:45 am; and we will end at 1:15 p.m. on Friday. You are expected to attend the entire academy program.
3. **Are we on our own for meals?** Group Meals: The Academy will pay for group lunches Monday through Friday, and dinner Tuesday night. These meals cannot be claimed on your TEC. If you have special dietary needs, i.e. vegetarian, any allergies, please inform Marleece Ayo-Peart immediately and we will try to accommodate your needs. You are on your own for all other meals.
4. **What cost if any does Caltrans cover for outside agency attendees?** CT pays for your hotel stay, lunch Monday-Friday and dinner on Tuesday.
5. **How do we charge our time while at the academy?** Charge your time to your district; use your unit's overhead EA#.
6. **Who is responsible for making our travel arrangements? Travel:** Please arrange your own transportation to Sacramento following established Caltrans travel procedures thru Patterson Travel fax: (916) 925-0873. If you are flying, you must submit a copy of your itinerary (showing costs) with your TEC. **\*Please use the charge numbers below for all travel related expenses.**
7. **How do we get to the hotel from the airport?** Airport shuttle service is available through the Blue Van; the cost will be reimbursed through your TEC. If you have any questions the number to the Blue Van is 1-800-Blue-Van. They run every 30 minutes.
8. **Can we rent a car while at the academy?** The academy budget will not allow everyone to rent a car while attending academy. Rideshare whenever possible. Please review the TPA roster for other students attending from your area. Renting a car at the airport will be allowed if you are ridesharing with other employees coming from your district, or if you have a physical need. (You must receive prior approval from Marleece Ayo-Peart).
9. **Is there a shuttle service at the hotel?** There is a shuttle that will take you to and pick you up at the Arden Fair Mall. There is a food court inside the mall and other restaurants within walking distance from the mall.
10. **Who makes our hotel reservations?** Sleeping Rooms: DOTP contracts and pays directly for your single occupancy sleeping room (hotel reservations will be

made for you) for Monday through Thursday nights **and** Sunday stay if requested. Non-smoking rooms have been reserved. Rooms may not be ready until 3:00 p.m. The checkout time is 12:00 noon (baggage can be stored for those leaving later). If you have any medical concerns you can request a room with a refrigerator at the time of check-in at no charge.

11. **How should we dress while at academy? Dress** comfortably. Layered clothing is advisable due to temperature changes in the main meeting room.
12. **Do we send our TEC directly to accounting? No, Please** SEND YOUR TEC DIRECTLY TO THIS OFFICE (DOTP). AFTER REVIEW, I WILL FORWARD YOUR TEC TO ACCOUNTING FOR REIMBURSEMENT OF YOUR EXPENSES! Only Planning Academy expenses should be included on this TEC. After your supervisor signs it, send completed TEC and receipts to:

Lisa Franco-Gutierrez  
DOTP, Office of Professional Development  
1120 N Street, **MS #32**, Sacramento, CA 95814

14. **Are the codes below for travel to the academy and all other per-diem cost?** These codes should be used for all academy reimbursement charges including all travel related reimbursements on your TEC. Do not use these codes when completing your timesheet.

Use 74-168 as Source and District Codes and Charge District should be your District Office # (1-12 or HQ), with 984747 as your EA#. Use "6-xx (*your District*,-TPA" under "Special Designation" for monitoring purposes.

Use applicable Object Code for each expense. Sample:

Source		Chg	Exp.	Subjob	Special Desig.	FAE	Agcy. Obj.	Amount	FY	MSA Code
Dist.	Unit	Dist.	Auth.							
74	168	DO#	984747		6-DO#-TPA	6	020 001 010	\$XXX.XX	4/5	